



**Commission on
Continuing
Legal
Education
of the Supreme Court of Delaware**

820 N. French Street, 11th Floor
Wilmington, Delaware • 19801-3545
302/577-7040 • <http://courts.state.de.us/cle>

Form 4

**Accreditation of an
Individual Program**

to be completed and submitted by an attorney
seeking accreditation of an individual program
pursuant to Rule 7(B)

1. Name of sponsoring organization: _____
Address: _____
Telephone number of sponsor: (____) _____
Name of Representative : _____
2. Title of program: _____
3. Date, City & State: _____
4. Writing surface available? _____
5. Method of Presentation:
a. _____ faculty in room with participants
b. _____ satellite/simulcast
c. _____ videotape presentation
d. _____ other: describe _____
6. Program was advertised to: _____ Lawyers _____ Others - specify _____
7. List any admission restrictions: _____
8. Method of course evaluation: _____ participant critique; _____ independent evaluator;
_____ none; _____ other - specify _____
9. Description of materials: Total number of pages _____; _____ looseleaf _____ bound.
Distributed _____ before program; _____ at program; _____ other
10. **Attach** a copy of the program agenda or other course materials containing a time schedule. A table of contents may not be substituted for this requirement.
If you did not attend the seminar in full, or if the seminar included concurrent sessions, please indicate sessions actually attended by highlighting or initialling segments on agenda.
11. Total number of Instructional Hours attended/to be attended, **including Enhanced Ethics**: _____
a) Total number of Instructional Hours attended/to be attended **in Enhanced Ethics only**: _____
12. **Attach** a completed copy of a certificate of attendance, signed by a representative of the sponsoring organization.
If applying for credit prior to seminar, please submit copy of attendance certificate, with attached copy of approved Form 4 application, within 45 days after program in order to ensure credit.

Applicant: _____ Date: _____

Address: _____

Phone: _____ Supreme Court ID# _____

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Form 7
**Application for Credit for
Publication**

to be completed by an author of a work of scholarly writing
seeking credit pursuant to Rule 8(A)

1. Attorney's Name: _____ Supreme Court ID # _____

Address: _____

Telephone: _____ Date: _____

2. **Attach** a copy of the materials for which credit is sought. For bar examination questions, use Form 7-A.

3. Please state:

a) Name and address of publisher

b) Title of Publication

c) Date of Publication

d) (Estimated) number of attorneys to whom publication is circulated

for Commission use only

4. a) State the exact number of hours spent by the applicant in preparing the materials. _____

b) Number of words in work prepared by applicant. _____

5. Answer (a) or (b) as applicable:

a) i. I am the sole author of the materials identified in paragraph 3. _____

b) i. I was assisted by others in the preparation of the materials identified in paragraph 3. _____

ii. The others who assisted me in preparation of the materials and the hours spent are:

iii.	Name	Address	Hours Spent	Del. Attorney? (ID #)
------	------	---------	-------------	-----------------------

iv. I propose the following allocation (%) of the allowable credit hours among the attorneys who participated:

v. This application is _____/is not _____ being submitted on behalf of all persons identified in b) iii.

6. I certify:

- that this material is an original work by me and that I am the principal author of the material;
- that neither I nor anyone assisting me received any fees or compensation, except for reimbursement of expenses, for the publication of these materials; and
- that the material has been or will be published in the publication identified above.

_____(Initial)



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Form 7-A
**Application for Preparation of a
Bar Examination Question
and Model Answers**

to be completed by a member of the Board of Bar Examiners
seeking credit pursuant to Rule 8(A)

According to Rule 8(A), attorneys may receive credit, upon application to the Commission, for preparation of Bar Examination questions and model answers. The Rule specifies that preparation of a bar exam question and model answer entitle an attorney to five (5) credit hours, and that credit shall be pro-rated among attorneys jointly participating.

In the past, the application has been a confusing procedure, in that the exam occurs almost simultaneously with the CLE reporting deadline. In recent years, the Commission has received few applications for exam credit. Early applications were previously discouraged since a copy of the materials used to be required, impossible due to its confidential nature. As a result, the Commission has been unable to ensure that Examiners are aware of their ability to earn CLE credits, or that credits have been accurately awarded. For this reason, a special Form 7-A has been designed for distribution only to members of the Board of Bar Examiners. No signature is required because the Commission is aware that the activity is creditable. However, both the Examiner and the Associate are encouraged to review the form for accuracy, and to agree on the allocation of credit hours, before submission to the Commission. Each will receive an approved copy of the application from the Commission.

Attorneys seeking credit for serving on the review committee please complete Form 9.

Please complete one form per exam question.

1. Examiner's Name: _____

Address: _____

Telephone: _____ Supreme Court ID # _____

2. Associate Examiner's Name: _____

Address: _____

Telephone: _____ Supreme Court ID # _____

3. Year of Exam: July, _____

4. We propose to allocate the 5 allowable credit hours
among the attorneys who participated as such:

(indicate either percentage or credits per examiner;
credits will be divided evenly if left blank)

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Form 8

**Application for Credit for Instruction or
Participation in the Presentation of an
Accredited Course**

to be completed by an instructor or panelist of a
CLE program or law school course pursuant to Rule 8(B)

1. Attorney's Name: _____ Supreme Court ID # _____

Address: _____

Telephone: _____

2. For the continuing legal education activity in which the attorney participated, state:

- a) Name of sponsor
- b) Title of course
- c) Date of course
- d) City & State

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3. **Attach** a copy of the program agenda.

4. **Attach** a copy of any written materials prepared by the applicant.
(original materials only, not copies of forms or cases)

5. State the exact **total** number of minutes of
instruction by applicant, including Enhanced Ethics. _____

6. State the exact total number of minutes of
instruction by applicant in Enhanced Ethics **only**. _____

7. State the exact number of hours spent preparing written materials. _____

a) State the exact number of additional hours spent in preparing for presentation. _____

8. Answer (a) or (b) as applicable:

a) i. I am the principal author of the written materials identified in paragraph 4. _____

b) i. I was assisted by others in the preparation of the written materials identified in paragraph 4. _____

ii. The others who assisted me in preparation of the written materials and the hours spent are:

iii.	Name	Address	Hours Spent	Del. Attorney? (ID #)
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iv. I propose the following allocation (%) of the allowable credit hours among the attorneys who participated:

v. This application is _____/is not _____ being submitted on behalf of all persons identified in b) iii.

9. I certify that neither I nor anyone assisting me received any fees or compensation, except for reimbursement of expenses, for participation in the program. _____(Initial)

10. **Attendance.** Credit approved by the Commission is for teaching time indicated in item number 5 only. If applicant is also seeking attendance credit for attending **remaining** portions of the seminar which the applicant did not teach, please indicate the number of credit hours sought: _____, including _____ in Enhanced Ethics. *If item 10 is not properly completed, the applicant will not be credited with additional attendance credits on the Transcript.*

• If program **was not** previously approved by the Commission, Form 4 must also be completed and attached hereto in order for applicant to receive attendance credit.

• If program **was** previously approved by the Commission, please verify that applicant signed in and out of program as required by provider.
_____(Initial)



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Form 8-A

**Application for Credit for Participation as
a Program Moderator in the
Presentation of an Accredited Course**

to be completed by a moderator of a CLE program or panel
seeking credit pursuant to Rule 8(B)(2)

1. Attorney's Name: _____ Supreme Court ID # _____

Address: _____

Telephone: _____ Date: _____

2. For the continuing legal education activity in which the attorney participated, provide the activity code as assigned by the Commission: _____ **or** state:

a) Name of sponsor and activity

b) Date of activity

c) City & State of activity

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3. **Attach** a copy of the program agenda.

4. State the exact **total** number of minutes moderated by applicant, including Enhanced Ethics. _____

5. State the exact total number of minutes moderated by applicant in Enhanced Ethics **only**. _____

6. I certify that neither I nor anyone assisting me received any fees or compensation, except for reimbursement of expenses, for participation in the program. _____(Initial)

7. **Teaching.** Credit approved by the Commission is for moderating time indicated in item number 5 only. If applicant is also seeking attendance credit for **teaching** additional portions of the seminar, please attach a completed copy of Form 8.

8. **Attendance.** Credit approved by the Commission is for moderating time indicated in item number 5 only. If applicant is also seeking attendance credit for attending **remaining** portions of the seminar which the applicant did not moderate, please indicate the number of credit hours sought: _____, including _____ in Enhanced Ethics. *If item 8 is not properly completed, the applicant will not be credited with additional attendance credits on the Transcript.*

• If program **was not** previously approved by the Commission, Form 4 must also be completed and attached hereto in order for applicant to receive attendance credit.

• If program **was** previously approved by the Commission, please verify that applicant signed in and out of program as required by provider. _____(Initial)



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Form 8-B(1)

**Application for Credit for Participation as a Judge
in a Moot Court Competition**

to be completed by an applicant seeking credit pursuant to the
Commission's policy statement on judging moot court competitions

1. Attorney's Name: _____ Supreme Court ID # _____

Address: _____

Telephone: _____ Date: _____

2. For the competition in which the attorney participated please state:

a) Name of sponsoring organization (check one):

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☐ Widener University School of Law's
Ruby R. Vale Moot Court Competition

☐ Other: _____

b) Date of judging activity _____

c) City & State of judging activity _____

3. State the exact total number of minutes applicant spent **hearing the arguments**: _____

4. State the exact total number of additional minutes applicant spent **in preparation**: _____

5. State the exact total number of additional minutes applicant spent **attending required training in
advance of judging activity**: _____

Credit is categorized as teaching and is subject to the maximum restrictions of CLE Rule 8(B)(5).



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Form 8-B(2)

Application for Credit for Participation as a Judge
or a Coach in a Mock Trial Competition
to be completed by an applicant seeking credit pursuant to the
Commission's policy statement on judging and coaching mock trial
competitions

1. Judge's/Attorney's Name: _____ Supreme Court ID# _____

Address: _____

Telephone: _____ Date: _____

2. For the competition in which the attorney participated please state:

a) Name of sponsoring organization (check one):

for Commission use only

☐ Delaware High School Mock Trial Competition

☐ National High School Mock Trial Competition

b) Date and location of activity _____

3. Participants receive **three (3) general attendance credits**.

Credit is categorized as general attendance and is not subject to any maximum restrictions.



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Form 9

**Application for Credit for
Participation in Professional Work**

to be completed by an applicant seeking credit
pursuant to Rule 8(C)

1. Attorney's Name: _____ Supreme Court ID # _____

Address: _____

Telephone: _____ Date: _____

2. **Attach** a description of the nature and purpose of the activity.

3. **Attach** a copy of any written materials prepared by the applicant.

4. Please state:

a) Name of sponsoring organization

b) Name of committee

c) Date(s) of activity

d) Location of activity

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5. State the exact number of hours of attendance by applicant at activity. _____

6. State the exact number of hours spent preparing written materials identified in paragraph 3. _____

7. Answer (a) or (b) as applicable:

a) i. I am the principal author of the materials identified in paragraph 3. _____

b) i. I was assisted by others in the preparation of the materials identified in paragraph 3. _____

ii. The others who assisted me in preparation of the materials and the hours spent are:

iii.	Name	Address	Hours Spent	Del. Attorney? (ID #)
------	------	---------	-------------	-----------------------

iv. I propose the following allocation (%) of the allowable credit hours among the attorneys who participated: _____

v. This application is _____/is not _____ being submitted on behalf of all persons identified in b) iii.

8. I certify that neither I nor anyone assisting me received any fees or compensation, except for reimbursement of expenses, for the publication of these materials.

_____(Initial)



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Form 10

**Accreditation of an
In-House Program**

to be submitted by an attorney or provider
seeking accreditation of an in-house program pursuant
to Rules 2(J) and 7(D)

1. Name/Address of Sponsoring Entity*: _____

*Sponsoring Entity is considered to be the
organization hosting the program, e.g., the
law firm

Telephone: _____

(____) _____

Name of Representative: _____

2. Describe the program for which approval is sought: _____

3. Date, City & State of program: _____

4. **Attach** a completed copy of the Uniform Application, with attachments, if provider is the applicant,
or Attach a completed copy of Form 4 application, with attachments, if attendee is the applicant.

5. What percentage of the available places will be open to persons not affiliated with the sponsoring entity?

6. Describe the means, if any, by which the program will be publicized:

7. What percentage of the faculty for the program will be persons other than members or employees of the
sponsoring entity? _____

8. What is the total cost of presenting the program? _____

9. What is the tuition or attendance charge to persons not affiliated with the sponsoring entity?

*I understand that, while closed, in-house programs are accreditable, an attorney may earn only half the required credit hours through
this means of instruction, and that, while the seminar may be accredited for a specific number of credit hours, an individual attendee
may not be able to claim the total number of credit hours even if the attendee has attended the entire program.*

DATE: _____

Applicant Signature: _____

(Type or print name) _____

Title (if applicant is employee of provider): _____

or Supreme Court ID number (if applicant is attendee): _____



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Form 13
**Application for Performing Pro Bono
Legal Services**

to be completed by an Attorney seeking credit
pursuant to CLE Rule 8(D)

Effective May 1, 2002, the Supreme Court Commission on Continuing Legal Education is authorized to grant CLE credit for performing pro bono legal services under the following Rule. Enhanced Ethics credit is not available for such work.

(D) **Pro Bono Legal Services.** An Attorney may receive credit, upon application to the Commission for performing uncompensated legal services for clients unable to afford counsel, provided:

- (1) The services are performed pursuant to (i) appointment of the Attorney by a Delaware court, including the United States District Court for the District of Delaware; or, (ii) an assignment of a matter to the Attorney by Delaware Volunteer Legal Services, Inc., Community Legal Aid Society of Delaware, Inc., the Office of the Child Advocate, or Legal Services Corporation of Delaware, Inc.
- (2) Credit may be earned at a rate of one hour of CLE credit for every six hours of uncompensated legal services performed.
- (3) An Attorney may receive no more than six credit hours pursuant to this Rule 8(D) in any biannual reporting period.

1. Attorney's Name: _____

Address: _____

Telephone: _____ Supreme Court ID # _____

2. Agency or Court referring Pro Bono matter: _____

Contact Name: _____ Telephone: _____

3. (a) Date begun _____

(b) Date completed _____

*NB: credit will not be given for work performed
prior to the May 1, 2002 Rule change.*

4. Number of Hours of
uncompensated legal services performed _____
(exclusive of travel time)

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5. **Attach** a timesheet itemizing time spent on the matter. Client(s) need not be identified by name.